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User Manuals for our SAISD Community

Your Guide to:

CD Burning and Plug-Ins

SAISD

For the PC

Your Guide to CD Burning and Plug-ins

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For general information on Instructional Technology products and services please contact:

> Miguel Guhlin, Director
> Instructional Technology Services
> Phone: (210) 527-1400
> Fax: (210) 281-0257
> Email: mguhlin@saisd.net
> Web site: http://itls.saisd.net

Direct any questions, comments or corrections to mguhlin@saisd.net. Your assistance will be greatly appreciated.

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Test for Knowledge

Evaluation Form

What is CD Burning?

With the increase in data communications and large file sizes, Compact Discs provide users with an external large storage choice. Burning a CD is the common term for copying information data files, sound files, and video files to a Compact Disc. This is accomplished easily with a CD Creator program which allows users to choose the type of CD that will be created through several simple steps. The ability to burn or copy information onto a CD allows users to store large amounts of data on a few small Compact Discs.

What should you consider before beginning?

Reflect on storage or saving mechanisms you have used in the past to store or backup data. The backup storage process for the CD is the same as it was for floppy or zip disks. The CD technology simply allows more information to be stored on a smaller device.

Accessing CD Burning Applications

Opening Roxio Easy CD Creator

1. Click on **Start**
2. Select **Programs**
3. Choose **Roxio Easy CD Creator**
4. Click on **Applications**
5. Choose an Application appropriate for the type of CD you wish to create

Application Options

Format Utility............................... Allows the user to format a new or blank CD to add data to a CD.

Disc Copier.................................. Allows the user to copy the contents of one disc to a new CD

Easy CD Creator.......................... Allows the user to create a new CD with data or sound content.

Formatting a CD

Accessing the Format Utility

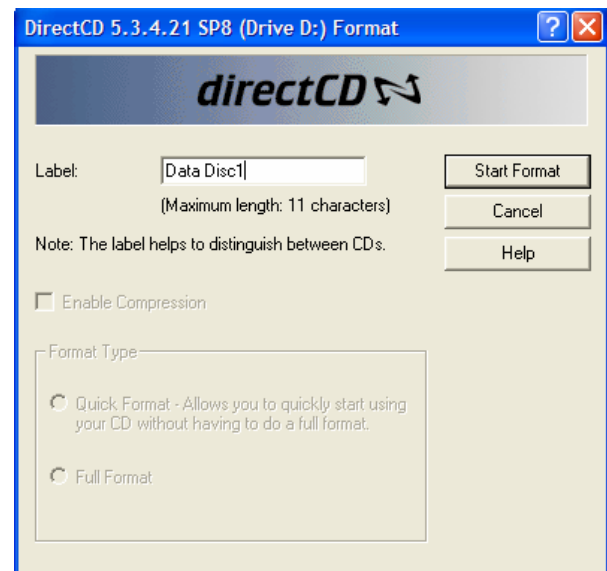Prior to writing or burning to a new CD, the CD must be formatted.

1. Put a new CD in the CD Drive
2. Click on Start
3. Select Roxio Easy CD Creator
4. Choose Applications
5. Select Format Utility

Using the Format Utility

1. Select the Correct Drive Letter in the **Select CD** box
2. Click on **Format CD**

3. Type a name for the disc in the label box
4. Click **Start Format**
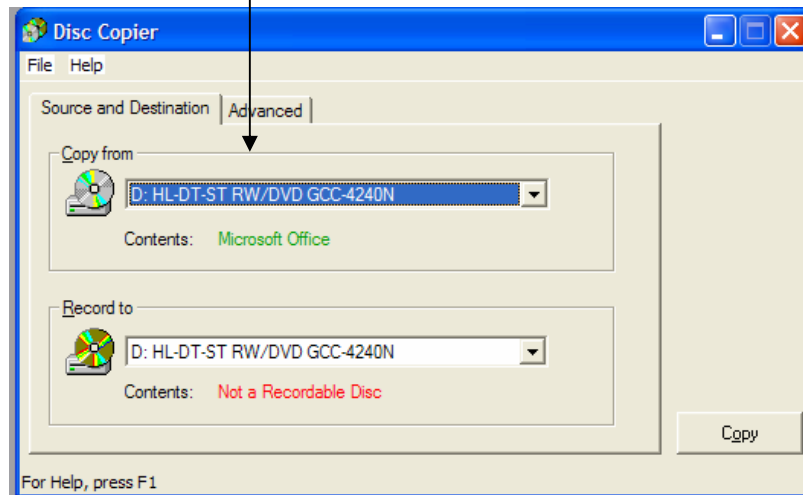
Copying a Disc

Accessing Disc Copier
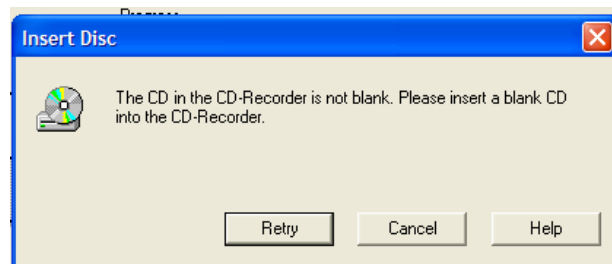
1. Insert the disc you wish to copy from in the CD Drive
2. Click on **Start**
3. Choose **Programs**
4. Select **Roxio Easy CD Creator**
5. Select **Applications**
6. Choose **Disc Copier**

Using Disc Copier

1. In the disc copier window, make sure the name of the disc appears in the box labeled **Copy From**
2. Click **Copy**

9. When the copy process completes, the original CD will eject from the CD drive and a dialogue box will appear asking you to insert a blank disc
10. Insert a Blank Disc and Click **Retry**
11. The copy process will complete
12. The new CD will be automatically ejected from the drive when complete.

Easy CD Creator

Accessing Easy CD Creator

1. Click on **Start**
2. Choose **Programs**
3. Select **Roxio Easy CD Creator**
4. Choose **Applications**
5. Select **Easy CD Creator**

Creating a New Project

1. Using the Format Utility, Format the Disc prior to beginning the new project
2. Choose **File**
3. Select **New Project**
4. Choose one of the options (generally for burning any data or information to a CD you will choose **Data**; data include word files, powerpoint files, video files etc.)
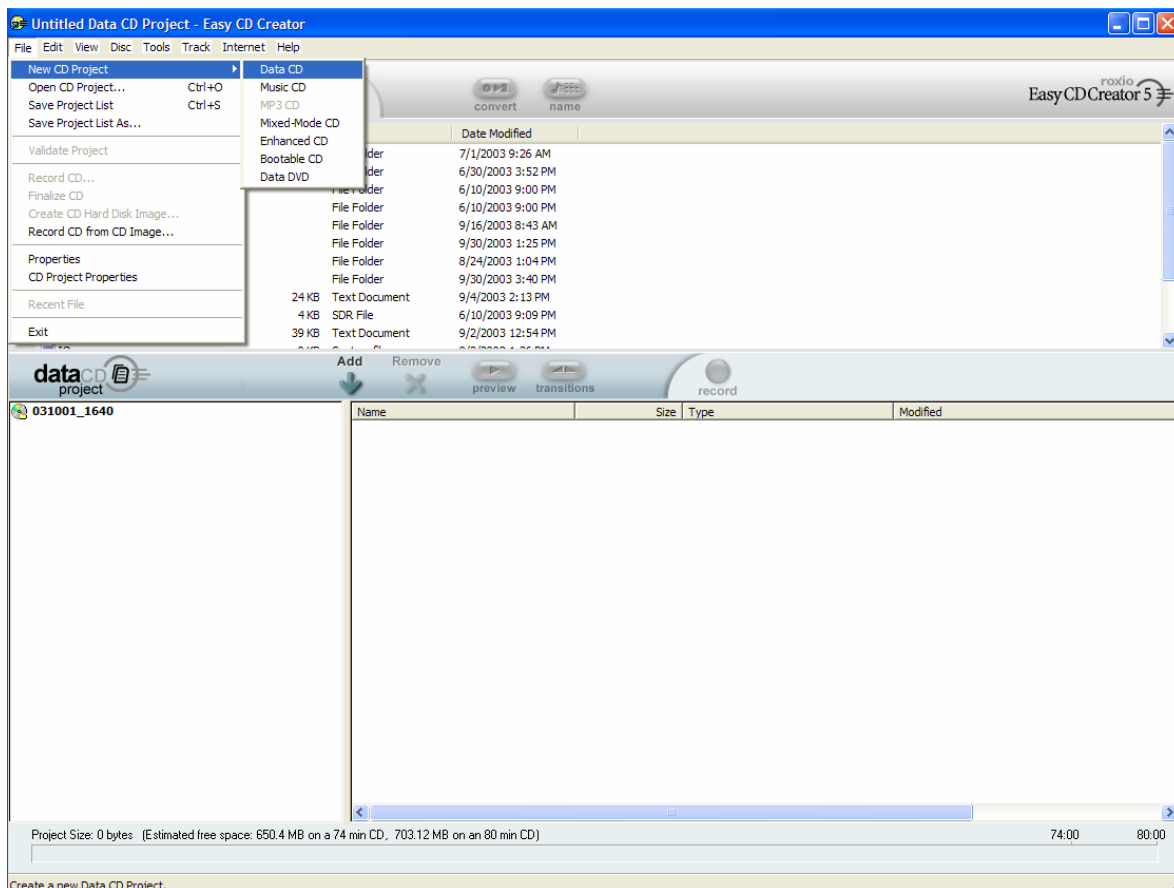
4. Choose **Data CD**
5. Navigate to the file you wish to write to the CD
6. Click on the File
7. Click on **ADD**
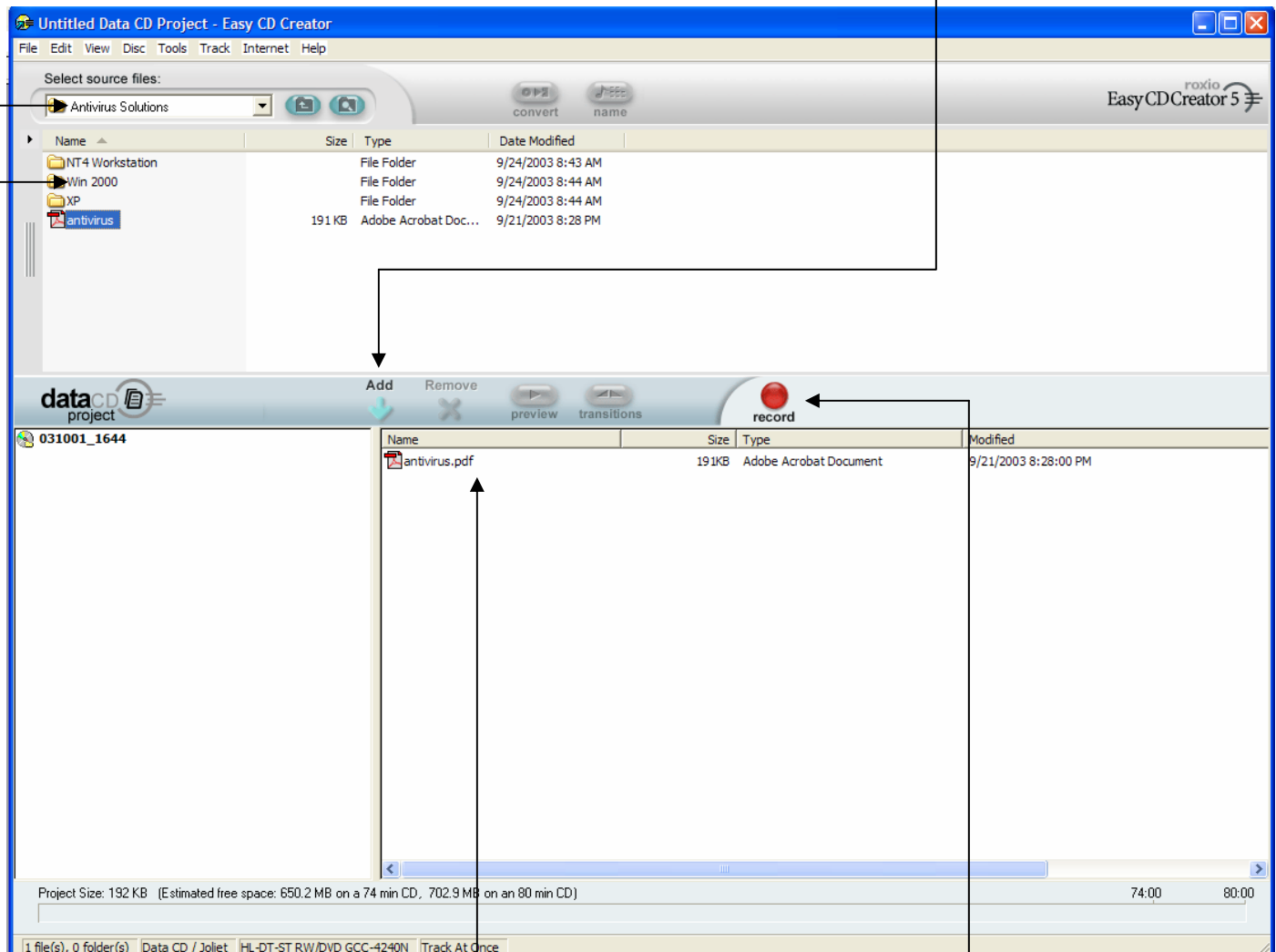
4. The file will appear in the box
5. When you have added all the files necessary or required
6. Click on **Record**

When the writing process to the CD is complete, a message box will appear stating that the process is complete. Click OK to close the box.

Ejection Options

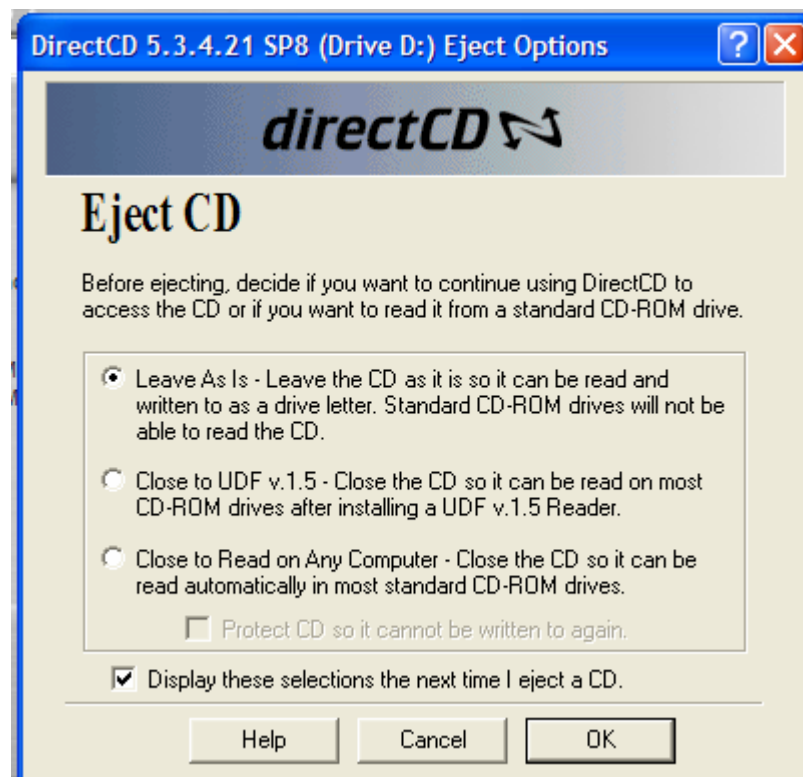- When you are ready to eject the CD, you can either press the ejection button on the Computer or press the Eject button from the Format Utility.

- When you eject a newly created CD, an option box will appear

Leave As Is .... Ejects the CD with the ability to write to the CD at a later time as long as the CD is returned to another burner. This CD option will not allow the CD to be viewed on a normal CD Rom.

Close to UDF .... Allows the CD to be read by a UDF player which must be downloaded.

Close to read on any computer .... Allows the CD to read on any CD Rom Drive.

- Click Ok after selecting an option.

Download and Installation of Macromedia

Flash Player Download

1. Go to http://www.macromedia.com
2. Click On **Download Flash Player**
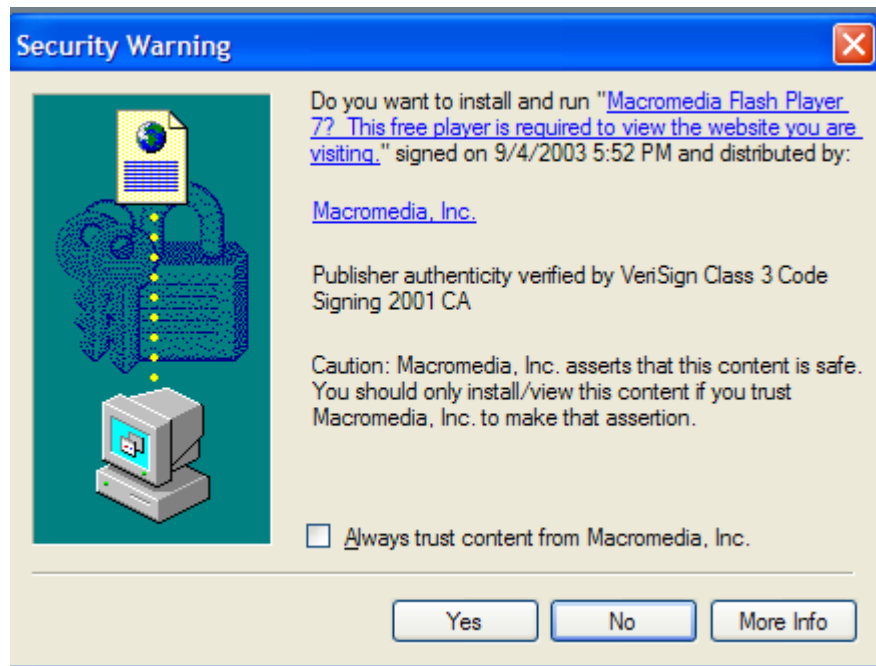
3. In the Download center Click **Install Now**
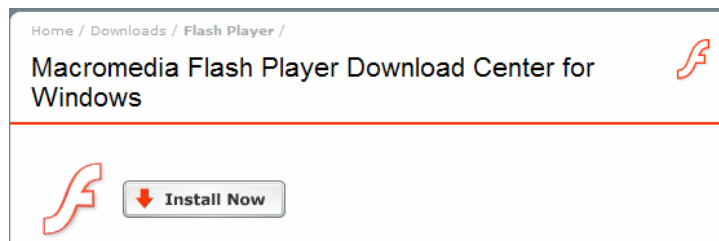
Installation of Flash Player

1. Read the Security Warning
2. Click on **Yes** to download

1. Click on **Yes** to load ActiveX if asked to do so (this step depends on your computer settings)
2. The program will download
3. When asked to restart your computer Press **Yes**

You have successfully downloaded and Installed Macromedia Flash Player

Download Macromedia Shockwave

1. Go to http://www.macromedia.com
2. Click on **Download Shockwave Player**

3. Click on Install Now from the download center

Installing Shockwave Player

1. In the security warning box, click **Yes** to install Shockwave Player

2. Close all open windows
3. To begin installation Click **Next**

4. Provide your age information
5. Click Next

6. Fill in the Registration Information
7. Click Next

9. Click Finish to complete installation

10. Click Next to complete the Installation process

Download and Installation of Players

Download Window Media Player

1. Go to http://www.microsoft.com
2. Click on Windows from the side menu

3. Click on Windows Media Player from the new window under Technologies

When installing a player, make sure to choose the player that is for the correct operating systems. (XP, 200, ME, 98)

4. Click Download Now
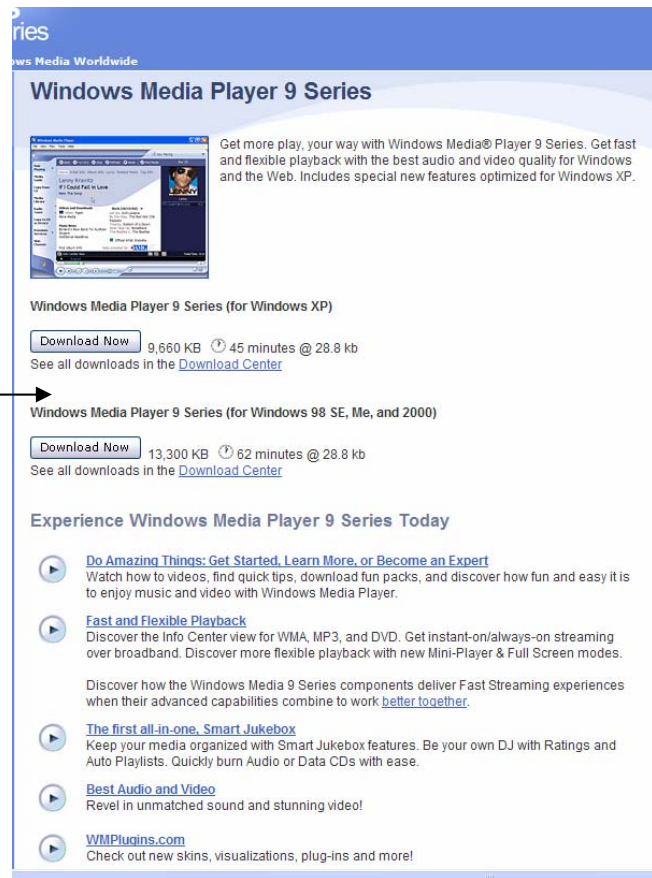
5. In the File Download Dialogue box, click **SAVE**
6. Navigate to the Desktop
7. Save the program to the desktop
8. Click **Close** when the download is complete.
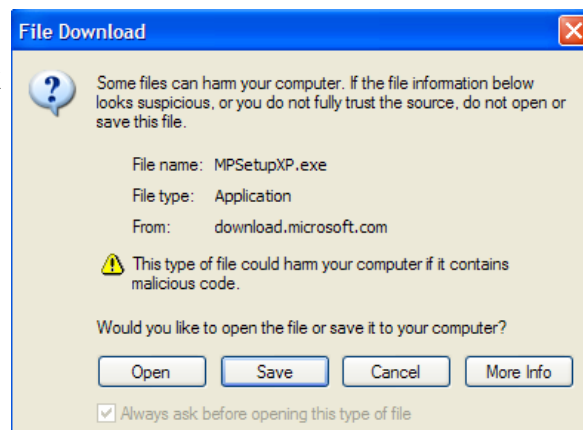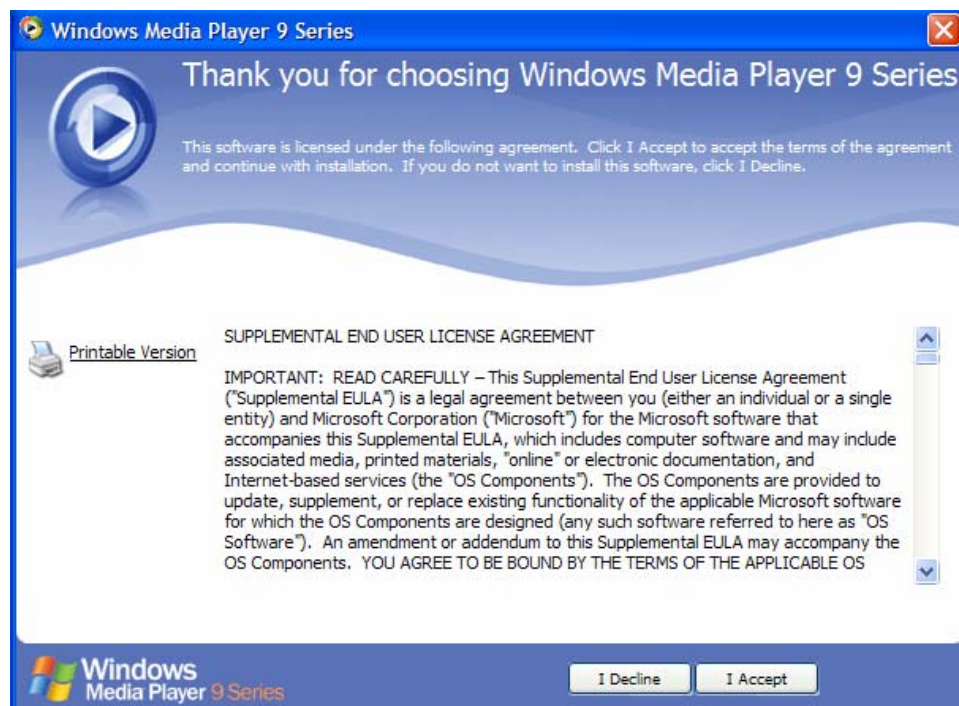
Installing Windows Media Player
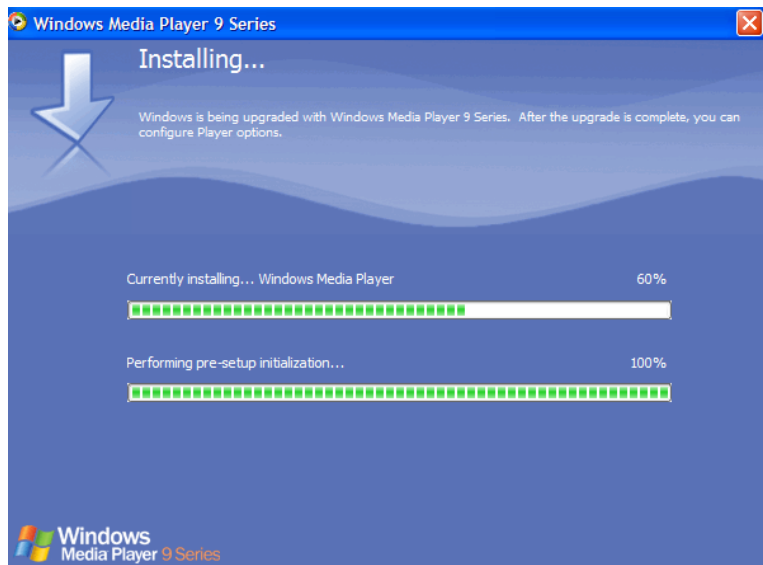
1. Close down the web browser and any other programs that are running.
2. Go to the desktop
3. Double click on the installation icon

4. In the user license agreement screen, click on **I accept**

5. Wait for installation to run
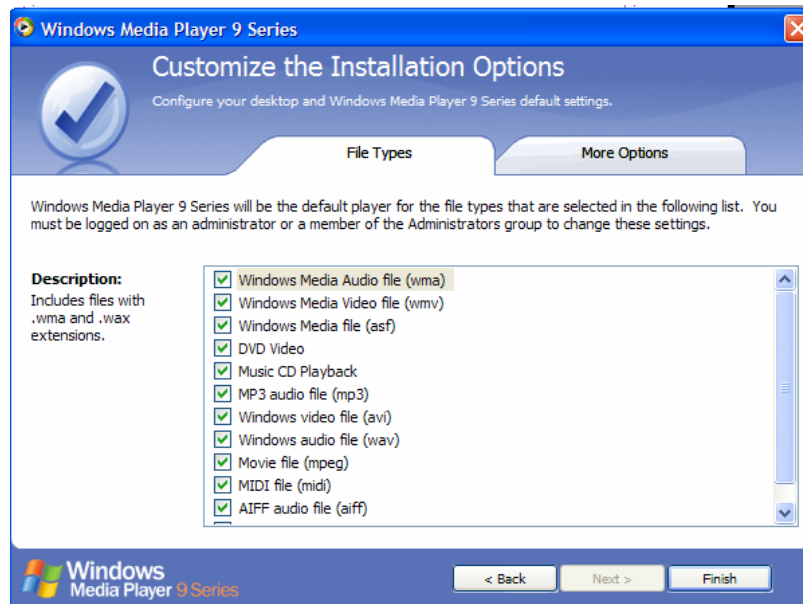
6. In the Welcome to Windows Media Player 9 Series Screen, Press **Next**

7. In the select privacy options, leave as defaults that are check and click **Next**
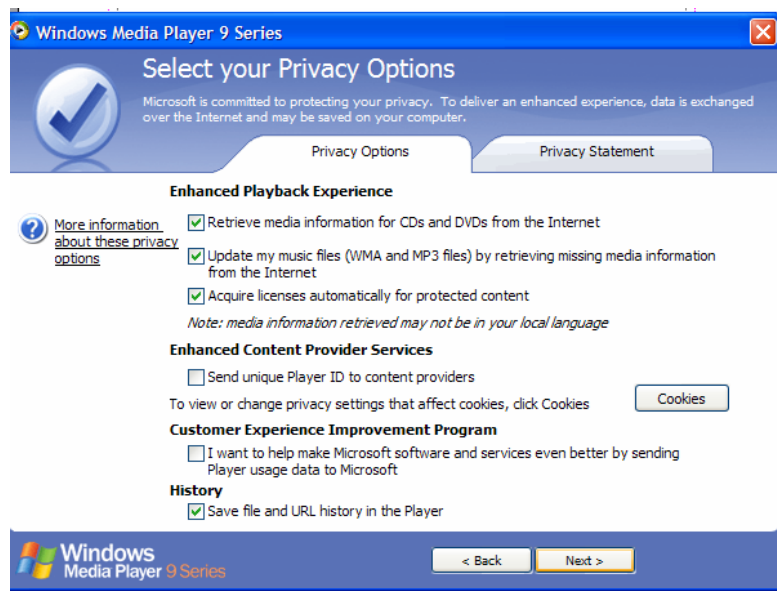
8. In the File Types Window, Leave all Checked and Click **Finish**

9. Windows Media Player installation is complete and the player will open.

Download of Quicktime

1. Go to http://www.apple.com
2. Click on the Quicktime Tab
3. Click on QuickTime Player

4. Click on Download QuickTime 6.3
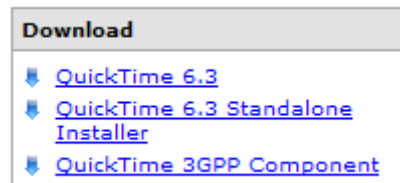
5. In the Download Free Player window, Select the operating system Requirements
6. Select the Language
7. Fill in the Email Address line
8. Add your First and Last Names in the Boxes
9. Click on Download Quick Time   (DO NOT CLICK ON UPGRADE NOW, this will take you through a purchase plan for QuickTimePro)

Download the free player
Select your operating system:
- ◯ X Mac OS X v10.2.3 or later
- ◯ X Mac OS X v10.1.5
- ◯   Mac OS 8.6/9
- ◉   Win 98/Me/2000/XP

Select a language:
English

- System Requirements & Notes
- Version Availability
- QuickTime Standalone Installer
- Download 3GPP Component

Stay Informed
- ☐ **Get QuickTime News.** Receive e-mail announcements about QuickTime events, updates, special offers and products.
- ☑ I would like to receive Apple news, software updates, special offers, and information about related products and services from other companies.

E-mail: [   ]

First name: [   ]

Last name: [   ]

Where do you live?

(Download QuickTime)

elope_ctp.mov

Upgrade to QuickTime Pro
$29.99
new version 6.3

Whether you use a Macintosh or Windows-based PC, you can harness the power of QuickTime Pro for media authoring and play back of high-quality audio and video. All for just $29.99.

Ten Reasons to Go Pro
1. Play movies in Full Screen
2. Save movies from the web
3. Do it yourself editing
4. Create MPEG-4 content
5. Create 3GPP content
6. Create slide shows
7. Create designer media skins
8. Import/Export media
9. Prepare movies for streaming
10. Automate your workflow

(Upgrade Now)

 iPod
For Mac and Windows.

Now Open
63 Apple Retail Stores

Visit an Apple Store near you.

10. The installation process will begin automatically

Installing QuickTIme

1. In the Welcome to QuickTime window Click **Next**
2. Click **next** through the following screen
3. In the License Agreement screen Click on **Agree**
4. Click **Next**
5. In the Directory window, leave default as listed click **Next**
6. In the installation type press the **Recommended** radio button
7. Click **Next**
8. In the Program Folder Window Click **Next**
9. Fill out the registration information, leaving the registration number space blank.
10. Click **Next**
11. In the Internet screen, leave the **Use http: Proxy** box uncheck
12. Click **Next**
13. Click **Continue** in the next screen to continue install
14. In the Intro to Quicktime Setting box, Click **Next**
15. Choose the connection speed of **Intranet/LAN** from the drop down list
16. Click **Next**
17. In the Browser Plug in window Click **Next**
18. Place a check mark in all the File type boxes
19. Click **Finish**
20. Click **Close** to complete the installation process
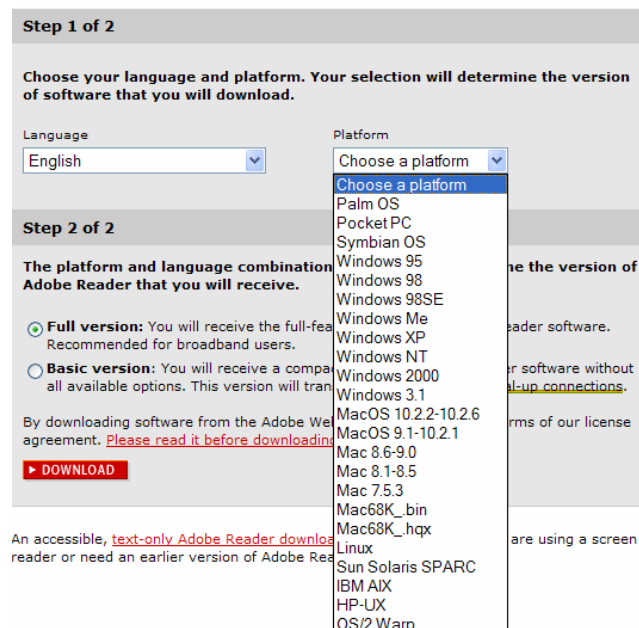
Download and Installation of Adobe

Download of Adobe Acrobat Reader

1. Go to http://www.adobe.com
2. Click on the **Get Adobe Acrobat Reader** icon on the screen
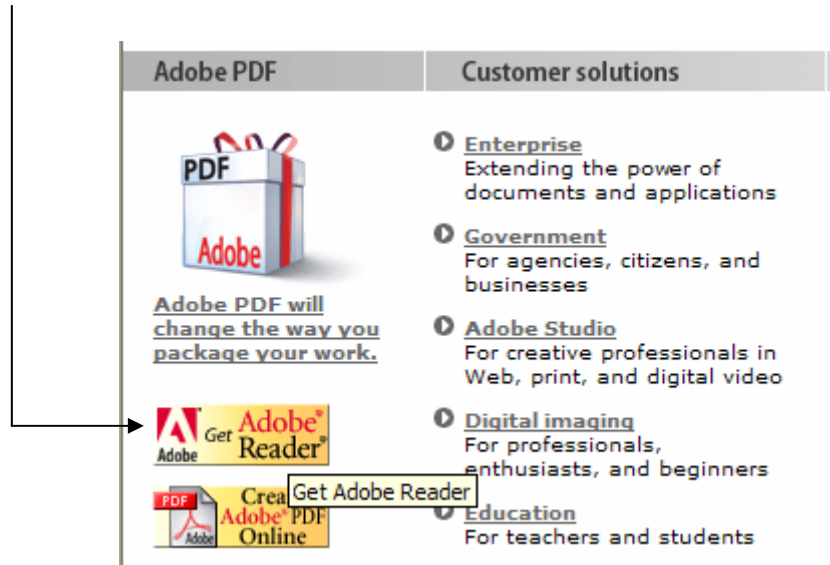
3. Go to the set up process on the screen and fill out the options
4. Click **Download**

5. In the File Download Dialogue box, Click on **Save**
6. Navigate to the Desktop and Click Save
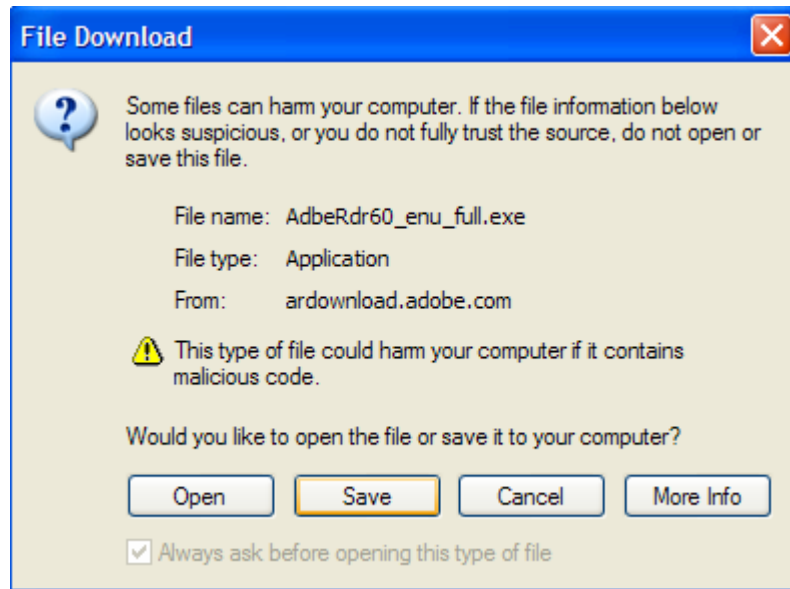
7. When the download is complete, Click **Close**

Installing Adobe Acrobat Reader

1. Go to the Desktop
2. Double Click on the setup icon on the desktop

3. In the Welcome Wizard Click **Next**
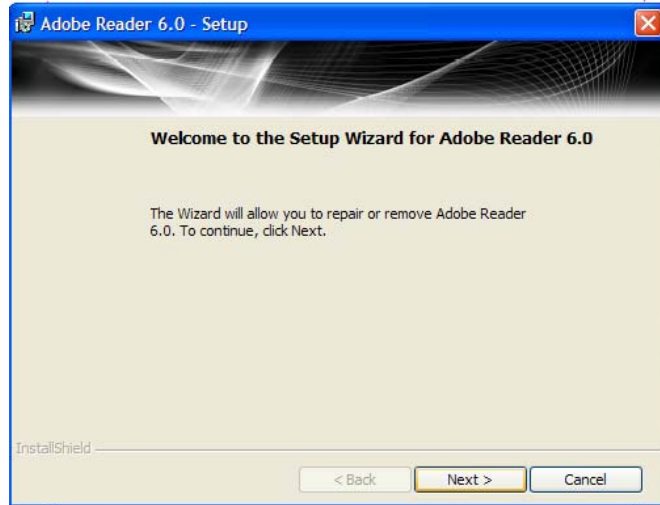
4. Click **Next** to choose the destination default folder
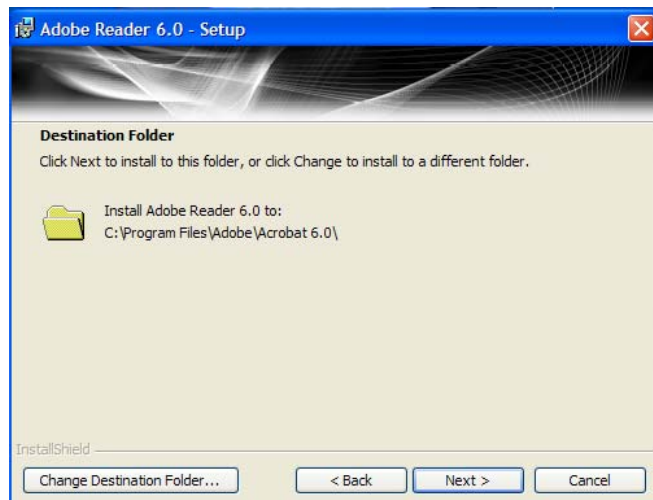
5. Click **Install** to continue installation
6. Click **Finish** to complete installation
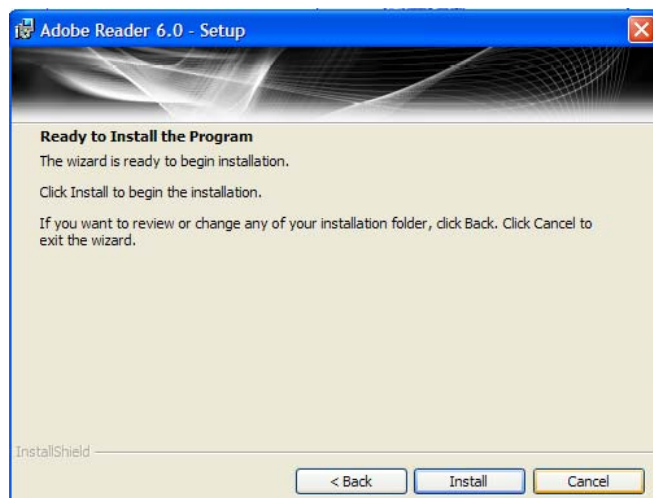
CD Purchasing Terms and Tips

CD-R ....CD-Recordable

CD-RW...............................CD-Rewriteable

When purchasing a CD for recording purposes, the CD-RW will allow you to rewrite information to it and erase that information up to 1000 times. However, the draw back to this is that they are more expensive than the CD-R

The CD-R will perform the same recording space and capability as the CD-RW, but you cannot erase a CD-R to add other information.

Use high-quality, name brand discs. These discs are usually less flawed and have a higher success rate than no-name, cheaper discs.

Burning Tips

Make sure that the CD you are using is free of scratch and dust, this can cause a burn to fail.

Make sure to close all other running programs during a burn to a CD, having other applications running can cause a burn to fail or run very slowly.

When labeling a CD make sure to use a case to add the label or write the information on the front of the CD with a permanent marker. Avoid sticking stickers or paper to the front of a CD, this can cause the CD to be unbalanced and not read properly in a CD Drive.

Test for Knowledge

1. Using the Format Utility, format a new CD-R.
2. Using CD Creator, Create a new Data CD and Add a Video.
3. Using Disc Copier, create a copy of a previously made CD
4. Download Adobe Acrobat to your desktop.
5. Download Windows Media Player to the Desktop.
6. Install one program on the computer.

Mini-Quiz

1. What process must be applied to a CD prior to information being burned or transferred onto the CD and how is this application accessed?

    _____
    _____
    _____
    _____
    _____

2. The Disc Copier Utility is best used for:

    _____
    _____
    _____
    _____
    _____

3. The Easy CD Creator can be used to create what types of CD's and which type is most commonly used to transfer or burn data?

    _____
    _____
    _____
    _____
    _____

4. What are the three options available for the ejection of a newly created CD?

    _____
    _____
    _____
    _____
    _____
    _____

5. What is the difference between a CD-R and a CD-RW?

    _____
    _____

Geometric Reflection and Evaluation
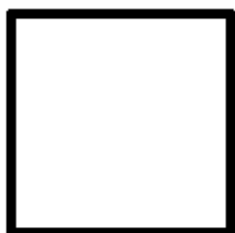
Something I learned
that SQUARED with
my beliefs.
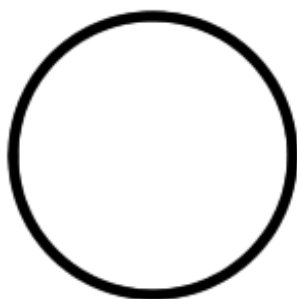
A question going
AROUND in my mind...

STOP!
How do I plan to
implement what I have
learned?

3 Important POINTS
to Remember

Please respond to the questions by selecting 1-5, 5 being the highest and 1 being the lowest, below:

1.Held my interest with relevant examples.	1 2 3 4 5
2.Facilitated activities effectively that reflected a clear grasp of the topic.	1 2 3 4 5
3.Responded effectively to questions.	1 2 3 4 5
4.Delivered content in an appropriate, well-paced manner.	1 2 3 4 5
5.Provided opportunities for active participation.	1 2 3 4 5
6.Provided quality handouts that enhanced my learning experience.	1 2 3 4 5
7.If this activity was TEKS-related, at what LOTI level were most of the activities?	1 2 3 4 5
8.Anything else you would like to share about the workshop today that may not have been addressed previously?	

Levels of Technology Integration (LOTI)

Level	Category	Description
0	Nonuse	A perceived lack of access to technology-based tools or a lack of time to pursue electronic technology implementation. Existing technology is predominately text-based (e.g., ditto sheets, chalkboard, overhead projector).
1	Awareness	The use of computers is generally one step removed from the classroom teacher (e.g., it occurs in integrated learning system labs (i.e. Jostens, CCC, IDEAL, Plato), special computer-based pull-out programs, computer literacy classes, and central word processing labs). Computer based applications have little or no relevance to the individual teacher's instructional program.
2	Exploration	Technology-based tools serve as a supplement (e.g., tutorials, educational games, simulations) to the existing instructional program. The electronic technology is employed either for extension activities or for enrichment exercises to the instructional
3	Infusion	Technology-based tools including databases, spreadsheets, graphing packages, probes, calculators, multimedia applications, desktop publishing, and telecommunications augment selected instructional events (e.g., science kit experiments using spreadsheets or graphs to analyze results, telecommunications activities involving data sharing among schools).
4a	Integration (mechanical)	Technology-based tools are mechanically integrated, providing a rich context for students' understanding of the pertinent concepts, themes, and processes. Heavy reliance is placed on prepackaged materials and sequential charts that aid the teacher in the daily operation of the instructional curriculum. Technology (e.g., multimedia, telecommunications, databases, spreadsheets, word processing) is perceived as a tool to identify and solve authentic problems relating to an overall theme or concept.
4b	Integration (routine)	Teachers can readily create integrated units with little intervention from outside resources. Technology-based tools are easily and routinely integrated, providing a rich context for students' understanding of the pertinent concepts, themes, and processes. Technology (e.g., multimedia, telecommunications, databases, spreadsheets, word processing) is perceived as a tool to identify and solve authentic problems relating to an overall theme/concept.
5	Expansion	Technology access is extended beyond the classroom. Classroom teachers actively elicit technology applications and networking from business enterprises, governmental agencies (e.g., contacting NASA to establish a link to an orbiting space shuttle through the Internet), research institutions, and universities to expand student experiences directed at problem solving, issues resolution, and student activism surrounding a major theme or concept.
6	Refinement	Technology is perceived as a process, product (e.g. invention, patent, new software designed), and tool for students to use in solving authentic problems related to an identified real-world problem or issue. In this context, technology provides a seamless medium for information queries, problem-solving, and product development. Students have read access to and a complete understanding of a vast array of technology-based tools to accomplish any particular task.

Resources, Links & Citations

http://www.adobe.com

http://www.microsoft.com

http://www.apple.com

http://www.macromedia.com

http://www.softwaremedia.com/softwaremedia-store/

http://www.photobuzz.com/_digital/000007eb.htm

http://home.real.com/product/help/r1p_v2g/en/CD_Tips.htm

http://ccs.usask.ca/support/cdburn.htm